



LEHI CITY POSITION OPENING Customer Service Clerk 1

CLOSING DATE: July 27, 2015, 5:00 p.m.

WAGE RANGE: \$12.94-17.97/hour (Grade 8), with a starting rate will be up to \$14.00/hour, DOQ

STATUS: Part-time with no benefits

WORK SCHEDULE: 20 hours a week (5 hours/day), Monday-Thursday

DEPARTMENT: Finance/Utility Billing

JOB SUMMARY: Performs a variety of working level, routine and complex clerical duties as needed to expedite the billing, collection and processing of utility and general revenue account transactions; collects receipts and posts payments for utility billings, licenses, fines, fees, tickets and related city services; responds to issues, questions and problems posed by customers, in person and over the telephone; generates various computer reports, and balances (before and after billing).

MINIMUM REQUIREMENTS: Graduation from high school plus two years of responsible experience related to above duties or an equivalent combination of education or experience; Working knowledge of general office practices; utility billing and collection procedures and processes; operation of computer terminal in utilizing various software programs; basic mathematics and accounting; Ability to communicate effectively, verbally and in writing; maintain strict confidentiality related to sensitive administrative information; operate personal computer to produce or compose formal documents, reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

TO APPLY: Each applicant is required to turn in a Lehi City application, a separate resume, and copies of applicable certifications to Human Resources, by hard copy to 153 N 100 E, Lehi, Utah or electronically to apply@lehi-ut.gov. Only applications from candidates that meet the above requirements and qualifications will be accepted and considered.

NOTE: Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.